

## § 301-70.602

### **§ 301-70.602 How often must we reevaluate the payment of transportation and subsistence expenses to a threatened law enforcement/investigative employee?**

You must reevaluate the situation every 30 days based on the same factors you considered when you first authorized the payment of the expenses.

## **Subpart H—Policies and Procedures Relating to Mandatory Use of the Government Contractor-Issued Travel Charge Card for Official Travel**

SOURCE: FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, unless otherwise noted.

### **§ 301-70.700 Must our employees use a Government contractor-issued travel charge card for official travel expenses?**

Yes, your employees must use a Government contractor-issued travel charge card for official travel expenses unless:

- (a) A vendor does not accept the travel charge card;
- (b) The Administrator of General Services has granted an exemption. (see § 301-70.704); or
- (c) Your agency head or his/her designee has granted an exemption.

### **§ 301-70.701 Who has the authority to grant exemptions to mandatory use of Government contractor-issued travel charge card for official travel?**

(a) The Administrator of General Services will exempt any payment, person, type or class of payments, or type or class of personnel in any case in which—

(1) It is in the best interest of the United States to do so;

(2) Payment through a travel charge card is impractical or imposes unreasonable burdens or costs on Federal employees or Federal agencies; or

(3) The Secretary of Defense or the Secretary of Homeland Security (for the Coast Guard) requests an exemption for the members of their uniformed services.

(b) The head of a Federal agency or his/her designee(s) may exempt any payment, person, type or class of pay-

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ments, or type or class of agency personnel if the exemption is determined to be necessary in the interest of the agency.

[FTR Amdt. 70, 63 FR 15971, Apr. 1, 1998, as amended by; FTR Amdt. 2007-05, 72 FR 61539, Oct. 31, 2007]

### **§ 301-70.702 Must we notify the Administrator of General Services when we grant an exemption?**

Yes, you must notify the Administrator of General Services (Attention: MTT), 1800 F Street, NW, Washington, DC 20405, in writing within 30 days after granting the exemption, stating the reasons for the exemption.

### **§ 301-70.703 If we grant an exemption, does that prevent the employee from using the card on a voluntary basis?**

No, an exemption from use would not prevent the employee from using the Government contractor-issued travel charge card for official travel expenses on a voluntary basis in accordance with your policies.

### **§ 301-70.704 What expenses and/or classes of employees are exempt from the mandatory use of the Government contractor-issued travel charge card?**

The Administrator of General Services exempts the following from the mandatory use of the Government contractor-issued travel charge card:

(a) Expenses incurred at a vendor that does not accept the Government contractor-issued travel charge card;

(b) Laundry/dry cleaning;

(c) Parking;

(d) Transit system at a TDY location;

(e) Taxi;

(f) Tips;

(g) Meals (only when use of the card is impractical, *i.e.*, group meals or the Government contractor-issued travel charge card is not accepted);

(h) Phone calls (when a Government calling card is available for use in accordance with agency policy);

(i) An employee who has an application pending for the travel charge card;

(j) Individuals traveling on invitational travel; and

(k) New appointees.

## Temporary Duty (TDY) Travel Allowances

## § 301-70.709

NOTE TO §301-70.704: Relocation allowances prescribed in chapter 302 of this title, except en route travel and househunting trip expenses are not covered by this requirement.

[FTR Amdt. 90, 65 FR 3056, Jan. 19, 2000, as amended by FTR Amdt. 92, 65 FR 21366, Apr. 21, 2000; FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.705 What methods of payment for official travel expenses may we authorize when an exemption from use of the Government contractor-issued travel charge card is granted?**

When you grant an exemption from use of the Government contractor-issued travel charge card, you may authorize one or a combination of the following methods of payment:

- (a) Personal funds, including cash or personal charge card;
- (b) Travel advances; or
- (c) Government Transportation Request (GTR).

NOTE TO §301-70.705: City pair contractors are not required to accept payment by the methods in paragraph (a) or (b) of this section.

### **§ 301-70.706 For what purposes may an employee use the Government contractor-issued travel charge card while on official travel?**

An employee is required to use the Government contractor-issued travel charge card for expenses directly related to official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.707 May an employee use the Government contractor-issued travel charge card for personal use while on official travel?**

No, an employee may not use the Government contractor-issued travel charge card for personal use while on official travel.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.708 What actions may we take if an employee misuses the Government contractor-issued travel charge card while on official travel?**

You may take appropriate disciplinary action if an employee misuses the Government contractor-issued travel charge card. Internal agency policies and procedures should define what the

agency considers to be misuses of the travel charge card.

[FTR Amdt. 2010-02, 75 FR 24436, May 5, 2010]

### **§ 301-70.709 What can we do to reduce travel charge card delinquencies?**

To reduce travel charge card delinquencies by your employees, you should consider implementing one or more of the following suggestions (this list is not comprehensive; you may adopt other appropriate procedures):

(a) Agency travel program coordinators must be trained and aware of their responsibilities and the delinquency management tools available under your agreement with the travel charge card contractor (internet training is available for the GSA SmartPay<sup>TM</sup> Travel Charge Card at: <http://www.gsa.gov/traveltraining>).

(b) Ensure that managers and supervisors are provided monthly delinquency and questionable charges report.

(c) Periodically, but at least once a year, verify that cardholders are still current employees.

(d) For inactive accounts (cards not used within 6 months, one year, etc., reduce card limit to \$1, increase dollar limit when necessary).

(e) Work with the charge card contractor to block certain high-risk category codes (e.g., department stores, automobile dealerships, specialty stores), etc.

(f) Review ATM cash withdrawals for reasonableness and association with official travel.

(g) Implement a salary offset program. (See part 301-76 of this chapter).

(h) Implement split disbursement in your travel vouchering system, so that an employee may authorize you to make certain payments directly to the charge card contractor on the employee's behalf.

(i) Refer potential fraud cases to your agency IG for investigation.

(j) For some helpful do's and don'ts for travel cardholders, see GSA publication (Card-F001) entitled "Helpful Hints for Travel Cardholders". This publication is available on the Internet at <http://fss.gsa.gov/services/gsa-smartpay>. Click on "Publications and Presentations" and under "Publications,"